



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
WASHINGTON, DC 20380-0001

MCO 1510.56B
C 461
14 AUG 97

MARINE CORPS ORDER 1510.56B

From: Commandant of the Marine Corps
To: Distribution List

Subj: INDIVIDUAL TRAINING STANDARDS (ITS) SYSTEM FOR OCCUPATIONAL FIELD 41,
MARINE CORPS EXCHANGE

Ref: (a) MCO 1553.1B
(b) MCO 1553.2
(c) MCO 1553.3

Encl: (1) Description of an Individual Training Standard
(2) Management of Individual Training Standards
(3) Summary/Index of Individual Training Standards
(4) Common Individual Training Standards
(5) Training Support
(6) Individual Training Standards

1. Purpose. To publish revised Individual Training Standards (ITS) at enclosures (1) through (6) for OccFld 41.

2. Cancellation. MCO 1510.56A

3. Summary of Revision. This edition encompasses numerous changes to Individual Training Standards, training setting, sustainment factors, and grade to standard entries. Changes also include deletion/addition of tasks and references. This ITS Order was developed using the Marine Corps Automated Instructional Management System (MCAIMS Plus) which has resulted in modifications to the content and appearance of the order. In general, all ITS information is linked to tasks. Enclosure (6) now contains information on initial training setting, and, where applicable, Marine Corps Institute (MCI) materials, ammunition, and training materiel. Appendix D to Enclosure (5) lists references with associate tasks.

4. Background

a. The references establish the system used to publish all training standards, provide policy, and assign training responsibilities, especially as applied to the Systems Approach to Training (SAT).

b. ITSs establish the training requirements for all Marines in the same occupational field (OccFld), Military Occupational Specialty (MOS), or billet. They provide a foundation upon which unit commanders and school directors build training packages for individual Marines as part of unit training plans or formal courses of instruction.

c. ITSs represent the skills needed by individual Marines that contribute to the unit mission as expressed in the Mission Performance Standards. Changes to doctrine or force structure or the introduction of new weapons or equipment may necessitate revision of this Order.

5. Information. ITSs are used by unit commanders and school directors to design, develop, conduct, and evaluate the individual training of Marines. Unit commanders are responsible for the sustainment of all individual tasks that have been deemed, through

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analysis, to support the unit's Mission Essential Task List (METL). Unit commanders can, therefore, use the tasks contained in this Order as the basis of individual training through Managed On-the-Job Training (MOJT), instruction in unit level schools, or incorporation in their training plans. School directors will derive Terminal Learning Objectives (TLO) and Enabling Learning Objectives (ELO) from the tasks, conditions, standards, and performance steps of each associated ITS. Task lists reported by formal schools on Course Descriptive Data (CDD) submissions will consist of tasks contained in this Order that are designated for training at the appropriate level in the formal school.

6. Action

a. Commanding General, Marine Corps Combat Development Command (CG MCCDC)

(1) Ensure that all schools use this Order to train personnel to the standards required by grade and MOS.

(2) Ensure that the Marine Corps Institute (MCI) and the Training and Audiovisual Support Centers (TAVSC) provide standardized job aids and other training support requirements to facilitate training in units.

(3) Review, revise, and manage the upkeep of this Order in coordination with Operating Force and Supporting Establishment commanders and MOS/OccFld advocates.

(4) Ensure the Combat Development Process identifies the impact on training, by MOS and ITS, of all new equipment.

(5) Ensure coordination with the Commander, Marine Corps Systems Command (COMMARCORSSYSCOM) to integrate the acquisition of new equipment into formal school training per the published ITSs.

b. Commanding Generals of the Marine Forces and Supporting Establishment Commands and Commanders of Separate Organizations not Commanded by a General Officer

(1) Use this Order as the basis for individual training.

(2) Conduct MOJT programs and/or instruction in unit level schools to satisfy initial, sustainment, and refresher training requirements in so far as the tasks support unit mission requirements.

7. Submission of Recommendations and Requirements. Recommendations concerning the content of this Order are invited. Submit recommendations for additions, deletions, or modifications to CG MCCDC (C461) via the chain of command.

8. Reserve Applicability. This Order is applicable to the Marine Corps Reserve.


K. T. HOLCOMB
By direction

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DESCRIPTION OF AN INDIVIDUAL TRAINING STANDARD

1. ITS Designator. Each ITS has a unique three-part identifier that represents the specific task, the duty area under which that task is included, and the MOS (or billet) with which it is associated. Each part is separated by periods. An example of an ITS Designator is 0311.02.08.

a. The first four positions ("0311" in the example above) represent the MOS or billet. For any ITS associated with an official MOS, the four digits must be identical to those assigned to the MOS in MCO P1200.7 (MOS Manual).

b. The middle two positions ("02" in the example above) represent the duty or functional area. Duty areas within a given MOS are assigned consecutive ascending Arabic numerals. Duty areas 1 through 9 are always preceded by a leading zero to allow for proper sorting. In the example above, "02" represents the second duty area under MOS 0311.

c. The last two positions ("08" in the example above) represent a specific task. Tasks within a specific duty or functional area are assigned consecutive ascending Arabic numerals. Tasks 1 through 9 are always preceded by a leading zero to allow for proper sorting. In the example above, "08" represents the eighth task within the second duty area under MOS 0311.

2. ITS Components. There are six basic components of an ITS, five of which are mandatory:

a. Task. The task describes a specific and necessary behavior expected of a Marine in a particular MOS or job. It is a clearly stated, performance-oriented action requiring a learned skill.

b. Condition(s). This portion of the ITS describes the equipment, manuals, assistance/supervision, special physical demands, environmental conditions, and location affecting a Marine's performance of the task under real-world circumstances.

c. Standard(s). This portion of the ITS describes the level of proficiency to which the individual must perform the task.

d. Performance Steps. Collectively, the performance steps represent the logical sequence of actions required of the Marine to perform the task to standard. These actions are typically detailed in the references.

e. References. References are doctrinal publications, technical manuals, and other publications upon which the ITS and its performance steps are based. They should be readily available and provide detail to the procedures that are only summarized in the performance steps.

f. Administrative Instructions (Optional). Administrative instructions provide the trainer/instructor with special required or recommended circumstances, including safety precautions, relating to the training or execution of the task. These instructions may also clarify the meaning of the task.

3. ITS Training

a. Initial Training Setting. All ITSs are assigned an Initial Training Setting

ENCLOSURE (1)

that includes a specific location for initial instruction (Formal School or MOJT), level of training required at that location (Standard or Preliminary), a sustainment factor (number of months between evaluation or retraining to maintain the proficiency required by the standard), and a "Required By" rank (the lowest rank at which task proficiency is required).

b. Training Materiel (Optional). Training materiel includes all training devices, simulators, aids, equipment, and materials (except ammunition and Marine Corps Institute (MCI) publications) required or recommended to properly train the task under the specified conditions and to the specified standard.

c. Ammunition (Optional). This section includes any ammunition, explosives, and/or pyrotechnics required for proper training of the ITS.

d. Current MCI(s) (Optional). This section includes a list of any currently available MCI publications designed to provide training related to this task.

ENCLOSURE (1)

MANAGEMENT OF INDIVIDUAL TRAINING STANDARDS

1. ITS Use

a. ITSs form the basis for all individual training in formal schools and units. They are written for all MOSs in order to specify the critical skills required by units of their individual Marines in support of the unit's combat missions as defined in the unit's Mission Essential Task List (METL).

b. Formal school directors are responsible for reviewing all ITSs marked for initial training at the formal school. They must conduct courses of instruction on those ITSs appropriate for their student populations in terms of grade or rank. The task portion of each ITS taught in a given course must appear in the Task List (Item 24) of the CDD for that course. In accordance with SAT, a Program of Instruction (POI) must also be developed for the course.

c. ITSs provide measures of performance that can be used by unit commanders to diagnose individual deficiencies and design training. Noted deficiencies should be scheduled for remediation on training plans or through MOJT, as appropriate.

d. A Marine should continue to receive instruction on ITSs that support his unit's METL. Individual training cannot cease upon graduation from a formal school because formal schools cannot prepare every Marine to serve in every billet. Individuals should be given opportunities in the unit to gain experience and responsibility as quickly as possible.

2. ITS Maintenance

a. A relationship exists between ITSs and the threat to Marine forces. Changes in the threat often trigger corresponding changes in our weapons, equipment, or doctrine, which then necessitate producing new or updated training standards. Such action requires a team effort on the part of the operating forces, the formal schools, and staff agencies at both Headquarters, U.S. Marine Corps and the Marine Corps Combat Development Command (MCCDC).

b. ITSs are ultimately validated by unit commanders and school directors. Records of Proceedings (ROP) resulting from Course Content Review Boards (CCRB) conducted by formal schools are particularly well suited for recommending revisions. The ROP should contain a justification for each proposed addition, deletion, or change and should accompany any request to obtain authority to depart from the currently published ITSs. Unit commanders can recommend changes through participation in a school's CCRB or directly via the chain of command. Unless significant changes warrant earlier action, ITS orders are revised and republished on a 4-year cycle.

c. ITS management is a dynamic process involving user maintenance as the key to refining standards to best serve unit missions. ITS users should evaluate whether ITSs support or fail to support an MOS, and ITS components should be examined for realism and pertinence. Users are encouraged to submit recommended changes to published ITSs through the chain of command.

ENCLOSURE (2)

SUMMARY/INDEX OF INDIVIDUAL TRAINING STANDARDS

1. General. This enclosure is a summary listing of all ITS tasks grouped by MOS and Duty Area.
2. Format. The columns are as follows:
 - a. TASK. ITS Designator.
 - b. TITLE. ITS Task Title.
 - c. FS. Formal School. A mark appears in this column when the Formal School is designated as the initial training setting. An "S" indicates the task is taught to "standard" at the formal school. A "P" indicates that the formal school provides only "preliminary" instruction and it is up to the unit to provide follow-on MOJT instruction to teach the task to standard.
 - d. MOJT. Managed On-The-Job Training. An "S" appears in this column when MOJT is designated as the initial training setting. Instruction is always to "standard."
 - e. MCI. Current MCI Publication(s). An "X" in this column indicates that at least one MCI publication addresses this task. Consult enclosure (6) for details.
 - f. SUS. Sustainment Training Period. An entry in this column represents the number of months within which the unit is expected to train or retrain this task to standard provided the task supports the unit's METL.
 - g. REQ BY. Required By. An entry in this column depicts the lowest rank required to demonstrate proficiency in this task.
 - h. PAGE. Page Number. This column lists the number of the page in enclosure (6) that contains detailed information concerning this task.

SEQ TASK	TITLE	FS	MOJT	MCI	SUS	REQ BY	PAGE
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MOS 4130, MARINE CORPS EXCHANGE OFFICER

DUTY AREA 01 - BOOKKEEPING/ACCOUNTING

1)	4130.01.01 MAINTAIN/CONTROL FILES	S	12	WO	6-A-1
2)	4130.01.02 ADMINISTER PAYROLL PROCEDURES	S	12	WO	6-A-1
3)	4130.01.03 MAINTAIN A MANAGEMENT INFORMATION SYSTEM (MIS)	S	12	WO	6-A-2

DUTY AREA 02 - GENERAL OPERATIONS

1)	4130.02.01 CONDUCT LOSS PREVENTION SURVEY	S	12	WO	6-A-3
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ENCLOSURE (3)

SEQ	TASK	TITLE	FS	MOJT	MCI	SUS	REQ	BY	PAGE
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DUTY AREA 03 - MANAGEMENT

1)	4130.03.01	SUPERVISE CIVILIAN/MILITARY PERSONNEL	S	12	WO	6-A-4
2)	4130.03.02	MANAGE/PERFORM BUDGET PROCEDURES	S	12	WO	6-A-4
3)	4130.03.03	PREPARE PERSONNEL, EQUIPMENT, AND SUPPLIES BUDGETS	S	12	WO	6-A-5
4)	4130.03.04	SUPERVISE INVENTORY MANAGEMENT	S	12	WO	6-A-5
5)	4130.03.05	SUPERVISE SALES PROCEDURES	S	12	WO	6-A-6
6)	4130.03.06	SUPERVISE VISUAL MERCHANDISING	S	12	WO	6-A-7
7)	4130.03.07	SUPERVISE RETAIL OPERATIONS	S	12	WO	6-A-7
8)	4130.03.08	DEVELOP INTERNAL DIRECTIVES	S	12	WO	6-A-8
9)	4130.03.09	UTILIZE MANAGEMENT INFORMATION SYSTEM (MIS)	S	12	WO	6-A-8
10)	4130.03.10	SUPERVISE WAREHOUSE OPERATION	S	12	WO	6-A-9
11)	4130.03.11	ENSURE ADMINISTRATIVE ACTIVITY REPORTING	S	12	WO	6-A-9

DUTY AREA 04 - WAREHOUSING/MERCHANDISING

1)	4130.04.01	PROCURE GOODS/SUPPLIES/EQUIPMENT	S	12	WO	6-A-11
2)	4130.04.02	PREPARE MERCHANDISE PLAN	S	12	WO	6-A-11
3)	4130.04.03	MAINTAIN STOCK RECORD CARDS (ELECTRONIC POINT OF SALE(EPOS))	S	12	WO	6-A-12
4)	4130.04.04	DETERMINE PURCHASING SPECIFICATIONS FOR CONSUMABLE/NON-CONSUMABLE ITEMS	S	12	WO	6-A-11

DUTY AREA 05 - STOCK CONTROL/INVENTORY

1)	4130.05.01	SET UP RECEIVING PROCEDURES	S	12	WO	6-A-14
2)	4130.05.02	MONITOR ISSUING PROCEDURES	S	12	WO	6-A-14
3)	4130.05.03	MONITOR INVENTORY PROCEDURES	S	12	WO	6-A-15

DUTY AREA 06 - ADVERTISING/MARKETING

1)	4130.06.01	SET UP A SYSTEM TO IDENTIFY PATRON NEEDS/DESIRES	S	12	WO	6-A-16
2)	4130.06.02	DEVELOP/IMPLEMENT A MARKETING ACTION PLAN	S	12	WO	6-A-16

DUTY AREA 07 - MAINTENANCE AND SANITATION

1)	4130.07.01	ESTABLISH PREVENTIVE MAINTENANCE/SANITATION PROGRAM	S	12	WO	6-A-18
2)	4130.07.02	MANAGE HAZARDOUS MATERIALS (HAZMAT) PROGRAM	S	12	WO	6-A-18

DUTY AREA 08 - MORALE, WELFARE, AND RECREATION OPERATIONS

1)	4130.08.01	MONITOR MWR CONCESSION PROGRAM	S	12	WO	6-A-20
2)	4130.08.02	MONITOR MWR SAFETY/SECURITY PROGRAM	S	12	WO	6-A-20
3)	4130.08.03	IMPLEMENT CONSTRUCTION/EXPANSION/RENOVATION PROGRAM	S	12	WO	6-A-21
4)	4130.08.04	DEVELOP/MONITOR DEACTIVATION/DISESTABLISHMENT PROCEDURES	S	12	WO	6-A-21
5)	4130.08.05	ESTABLISH/IMPLEMENT FIELD FACILITIES	S	12	WO	6-A-22

ENCLOSURE (3)

SEQ	TASK	TITLE	FS	MOJT	MCI	SUS	REQ	BY	PAGE
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DUTY AREA 09 - TRAINING

1)	4130.09.01	MONITOR INTERNAL AND EXTERNAL TRAINING PROGRAMS	S	12	WO		6-A-24		
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MOS 4133, MORALE, WELFARE, RECREATION (MWR) SPECIALIST

DUTY AREA 01 - BOOKKEEPING/ACCOUNTING

1)	4133.01.01	MAINTAIN/CONTROL FILES	S	12	FM		6-B-1		
2)	4133.01.02	EXECUTE ACCOUNTING PROCEDURES	S	12	FM		6-B-1		
3)	4133.01.03	MAINTAIN A MANAGEMENT INFORMATION SYSTEM (MIS)	S	12	FM		6-B-2		
4)	4133.01.04	UTILIZE FINANCIAL DATA	S	12	Cpl		6-B-2		

DUTY AREA 02 - GENERAL OPERATIONS

1)	4133.02.01	OPEN/SECURE ACTIVITY	S	12	FM		6-B-4		
2)	4133.02.02	CONDUCT LOSS PREVENTION SURVEY	S	12	FM		6-B-4		
3)	4133.02.03	PERFORM ADMINISTRATIVE ACTIVITY REPORTING	S	12	FM		6-B-5		

DUTY AREA 03 - MANAGEMENT

1)	4133.03.01	SUPERVISE CIVILIAN/MILITARY PERSONNEL	S	12	FM		6-B-6		
2)	4133.03.02	SUPERVISE INVENTORY MANAGEMENT	S	12	FM		6-B-6		
3)	4133.03.03	SUPERVISE SALES PROCEDURES	S	12	FM		6-B-7		
4)	4133.03.04	SUPERVISE INTERNAL AND EXTERNAL TRAINING PROGRAMS	S	12	FM		6-B-8		
5)	4133.03.05	IMPLEMENT BUDGET PLANS/CORRECT ACTUAL FINANCIAL PERFORMANCE	S	12	FM		6-B-8		

DUTY AREA 04 - MERCHANDISING/PROCUREMENT

1)	4133.04.01	PROCURE GOODS/SUPPLIES/EQUIPMENT	S	12	SSgt		6-B-10		
2)	4133.04.02	MAINTAIN WAREHOUSE	S	12	FM		6-B-10		
3)	4133.04.03	MAINTAIN STOCK RECORD CARDS (ELECTRONIC POINT OF SALE)	S	12	FM		6-B-11		
4)	4133.04.04	DETERMINE PURCHASING SPECIFICATIONS FOR CONSUMABLE/NONCONSUMABLE ITEMS	S	12	SSgt		6-B-11		

DUTY AREA 05 - STOCK CONTROL/INVENTORY

1)	4133.05.01	SET UP RECEIVING PROCEDURES	S	12	FM		6-B-13		
2)	4133.05.02	SET UP STOCK CONTROL PROCEDURES	S	12	FM		6-B-13		
3)	4133.05.03	SET UP ISSUING PROCEDURES	S	12	FM		6-B-14		
4)	4133.05.04	SET UP INVENTORY PROCEDURES	S	12	FM		6-B-15		

DUTY AREA 06 - MORALE, WELFARE, AND RECREATION OPERATIONS

1)	4133.06.01	SET UP FOOD SERVICE OPERATIONS	S	12	FM		6-B-16		
2)	4133.06.02	SET UP BAR OPERATIONS	S	12	FM		6-B-16		
3)	4133.06.03	SET UP COST CONTROL AND RETAIL PROCEDURES	S	12	FM		6-B-17		
4)	4133.06.04	SET UP MWR CONCESSION PROGRAM	S	12	SSgt		6-B-18		

ENCLOSURE (3)

SEQ	TASK	TITLE	FS	MOJT	MCI	SUS	REQ	BY	PAGE
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5)	4133.06.05	ORGANIZE MWR ENTERTAINMENT	S		12	FM			6-B-19
6)	4133.06.06	IMPLEMENT MWR SAFETY/SECURITY PROGRAM	S		12	FM			6-B-19
7)	4133.06.07	EVALUATE MWR SAFETY/SECURITY PROGRAM	S		12	FM			6-B-20
8)	4133.06.08	ESTABLISH FOOD AND HOSPITALITY PROGRAM	S		12	GySgt			6-B-20
9)	4133.06.09	RECOMMEND CONSTRUCTION/EXPANSION/RENOVATION PROGRAM	S		12	MGySgt			6-B-22
10)	4133.06.10	DEVELOP DEACTIVATION/DISESTABLISHMENT PROCEDURES	S		12	MGySgt			6-B-22
11)	4133.06.11	DEVELOP OPERATIONAL AND SECURITY PROCEDURES FOR GAMING DEVICES IN OVERSEAS COMMANDS	S		12	FM			6-B-22
12)	4133.06.12	ESTABLISH/IMPLEMENT FIELD FACILITIES	S		12	Sgt			6-B-23

DUTY AREA 07 - ADVERTISING/MARKETING

1)	4133.07.01	SET UP A SYSTEM TO IDENTIFY PATRON NEEDS/DESIRES	P		12	FM			6-B-25
2)	4133.07.02	DEVELOP/IMPLEMENT A MARKETING ACTION PLAN	S		12	FM			6-B-25

DUTY AREA 08 - EQUIPMENT MAINTENANCE

1)	4133.08.01	ESTABLISH PREVENTIVE MAINTENANCE/SANITATION	S		12	FM			6-B-27
2)	4133.08.02	ENSURE IMPLEMENTATION OF SANITATION PROCEDURES	S		12	FM			6-B-27
3)	4133.08.03	MANAGE HAZARDOUS MATERIAL (HAZMAT) PROGRAM	S		12	FM			6-B-28

DUTY AREA 09 - RECREATION

1)	4133.09.01	MAINTAIN A RECREATION PROGRAM	S		12	Sgt			6-B-30
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ENCLOSURE (3)

COMMON INDIVIDUAL TRAINING STANDARDS

1. General. This enclosure lists the ITS tasks common to more than one MOS within the OccFld. It is designed to assist the trainer in consolidating training for common tasks.

2. Format. The columns are as follows:

a. TASK TITLE. A listing of all tasks common to at least two MOSs.

b. COMMON TASK NUMBERS. A listing of the ITS designators for all ITSs containing the same task title.

TASK TITLE	COMMON TASK NUMBERS	
MAINTAIN/CONTROL FILES	4133.01.01	4130.01.01
MAINTAIN A MANAGEMENT INFORMATION SYSTEM (MIS)	4130.01.03	4133.01.03
CONDUCT LOSS PREVENTION SURVEY	4130.02.01	4133.02.02
SUPERVISE CIVILIAN/MILITARY PERSONNEL	4130.03.01	4133.03.01
SUPERVISE INVENTORY MANAGEMENT	4130.03.04	4133.03.02
SUPERVISE SALES PROCEDURES	4130.03.05	4133.03.03
PROCURE GOODS/SUPPLIES/EQUIPMENT	4130.04.01	4133.04.01
SET UP RECEIVING PROCEDURES	4130.05.01	4133.05.01
SET UP A SYSTEM TO IDENTIFY PATRON NEEDS/DESIRES	4130.06.01	4133.07.01
DEVELOP/IMPLEMENT A MARKETING ACTION PLAN	4130.06.02	4133.07.02
ESTABLISH/IMPLEMENT FIELD FACILITIES	4130.08.05	4133.06.12

ENCLOSURE (4)

TRAINING SUPPORT

1. This enclosure summarizes four categories of training support by ITS for the entire OccFld:

Appendix A: Training Materiel

Appendix B: Current MCIs

Appendix C: Ammunition, Explosives, and Pyrotechnics

Appendix D: References

2. If support identified in any appendix is not applicable to this OccFld, the appendix will include a statement to that effect.

ENCLOSURE (5)

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TRAINING MATERIEL

DOES NOT APPLY TO THIS MOS/OCCFLD.

Appendix A to
ENCLOSURE (5)

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CURRENT MCI PUBLICATIONS

DOES NOT APPLY TO THIS MOS/OCCFLD.

Appendix B to
ENCLOSURE (5)

5-B-1

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AMMUNITION, EXPLOSIVES, AND PYROTECHNICS

DOES NOT APPLY TO THIS MOS/OCCFLD.

Appendix C to
ENCLOSURE (5)

5-C-1

REFERENCES

1. General. References are doctrinal publications, technical manuals, and other publications upon which an ITS and its performance steps are based. They should be readily available and provide the detailed procedures for accomplishing the task. This section includes a list of all reference publications associated with any task in this OccFld.

2. Format. The columns are as follows:

a. REFERENCES. This column summarizes all references associated with at least one ITS task in this OccFld.

b. TASK NUMBERS. A listing of all ITS tasks to which the corresponding reference is associated.

REFERENCES	TASK NUMBERS
29 CFR	4130.07.02 4133.08.03
Annual Food and Hospitality Program Letter	4130.09.01
Annual Food and Hospitality Program Training Letter	4133.03.04
Applicable Federal Regulations	4130.04.01 4130.07.02 4133.04.01 4133.08.03
Applicable Hazardous Material (HAZMAT) Regulations	4130.03.08
Applicable Local Regulations	4130.07.02 4133.08.03
Army Memorandum of Understanding (MOU)	4133.06.11
Buyer Manual - National Retail Merchant Association	4130.03.07
DoD Job Grading Manual	4130.03.01 4133.03.01
Food Yields	4133.04.04
Food and Hospitality Standards	4130.09.01
Management Information Systems Manual	4130.03.09 4130.04.03
Marine Corps Fitness Center Standards	4133.09.01
SPECS: The Comprehensive Food Service Purchase and SPEC Manual	4133.04.04

Appendix D to
ENCLOSURE (5)

REFERENCES	TASK NUMBERS		
The Buying Guide for Fresh Fruits, Vegetables, Herbs, and Nuts	4133.04.04		
The Meat Buyer's Guide	4133.04.04		
The Seafood Handbook	4133.04.04		
MCO 10123.8, Commercially Procured Marine Corps Uniforms and Accessories Sold Through Marine Corps Exchanges	4130.04.01	4130.04.02	
MCO 1700.22, Alcoholic Beverage Control in the Marine Corps	4133.06.02		
MCO 5100.8, Marine Corps GRD Occupational Safety and Health (OSH) Program	4130.08.02	4133.06.06	4133.06.07
MCO P1700.27, Marine Corps MWR Policy Manual	4130.01.01	4130.01.02	4130.01.03
	4130.02.01	4130.03.01	4130.03.02
	4130.03.03	4130.03.04	4130.03.05
	4130.03.06	4130.03.07	4130.03.08
	4130.03.09	4130.03.10	4130.03.11
	4130.04.01	4130.04.02	4130.04.03
	4130.04.04	4130.05.01	4130.05.02
	4130.05.03	4130.06.01	4130.06.02
	4130.08.01	4130.08.02	4130.08.03
	4130.08.04	4130.08.05	4130.09.01
	4133.01.01	4133.01.02	4133.01.03
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	4133.06.05	4133.06.06	4133.06.07
	4133.06.08	4133.06.09	4133.06.10
	4133.06.11	4133.06.12	4133.07.01
	4133.07.02	4133.09.01	
MCO P4066.17, Marine Corps Exchange Security and Loss Prevention Manual	4130.02.01	4130.03.08	4130.03.10
	4130.08.02	4133.02.01	4133.02.02
	4133.04.02	4133.06.06	4133.06.07
MCO P4790.2, MIMMS Field Procedures Manual	4130.07.02		
MCO P5300.9, Marine Corps Nonappropriated Funds Instrumentalities Personnel Manual	4130.03.01	4130.01.02	4130.01.01
	4133.03.01	4133.06.02	
NAVFAC P80, Facility Planning Criteria for Navy and Marine Corps Shore Installations	4130.08.03	4133.06.09	
NAVMC 2711, Marine Corps Club System Operations Manual Food and Beverage Service Operation	4133.03.05	4133.04.04	4133.05.01
	4133.05.02	4133.05.03	4133.05.04
	4133.06.01	4133.06.02	4133.06.03
	4133.06.08		

Appendix D to
ENCLOSURE (5)

REFERENCES	TASK NUMBERS		
NAVMC 2712, Marine Corps Club System Operations Manual Food and Beverage Service Techniques	4133.04.04 4133.06.03	4133.06.01	4133.06.02
NAVMC 2713, Marine Corps Club Systems Operations Manual Physical Plant Management	4133.03.05 4133.08.01	4133.05.02 4133.08.02	4133.05.04
NAVMC 2714, Marine Corps Club System Operations Manual Operations Control and Organizational Development	4133.06.01	4133.06.02	4133.06.03
NAVMC 2715, Employee Training	4130.03.05	4133.03.03	
NAVMC 2770, Food and Hospitality Marketing Guide	4133.03.04	4133.07.01	4133.07.02
NAVMC 2777, Planning and Marketing Guide	4133.07.01		
NAVMED P5010, Manual of Naval Preventive Medicine	4133.07.01 4130.06.07 4133.08.02	4133.06.01 4133.06.08	4133.06.02 4133.08.01
SECNAVINST 5212.5, Disposal of Navy Marine Corps Records	4130.01.01 4133.06.10	4130.08.04	4133.01.01

Appendix D to
ENCLOSURE (5)

INDIVIDUAL TRAINING STANDARDS

1. General. This enclosure contains all of the ITSs for this OccFld, grouped by MOS. Each MOS is contained in a separate Appendix to Enclosure (6).

2. Format. For each ITS, the following elements of information are provided:

a. TASK. The task describes a specific and necessary behavior expected of a Marine in a particular MOS or job. It is a clearly stated, performance-oriented action requiring a learned skill.

b. CONDITION(S). This portion of the ITS describes the equipment, manuals, assistance/supervision, special physical demands, environmental conditions, and location affecting a Marine's performance of the task under realworld circumstances.

c. STANDARD(S). This portion of the ITS describes the level of proficiency to which the individual must perform the task.

d. PERFORMANCE STEPS. Collectively, the performance steps represent the logical sequence of actions required of the Marine to perform the task to standard. These actions are typically detailed in the references.

e. REFERENCES. References are doctrinal publications, technical manuals, and other publications upon which the ITS and its performance steps are based. They should be readily available and provide detail to the procedures that are only summarized in the performance steps.

f. ADMINISTRATIVE INSTRUCTIONS (Optional). Administrative instructions provide the trainer/instructor with special required or recommended circumstances, including safety precautions, relating to the training or execution of the task. These instructions may also clarify the meaning of the task.

g. INITIAL TRAINING SETTING. All ITSs are assigned an Initial Training Setting that includes a specific location for initial instruction (Formal School or MOJT), level of training required at that location (Standard or Preliminary), a sustainment factor (number of months between evaluation or retraining to maintain the proficiency required by the standard), and a "Required By" rank (the lowest rank at which task proficiency is required).

h. TRAINING MATERIEL (Optional). Training materiel includes all training devices, simulators, aids, equipment, and materials (except ammunition and Marine Corps Institute (MCI) publications) required or recommended to properly train the task under the specified conditions and to the specified standard. Mandatory items are preceded by an asterisk(*)

i. AMMUNITION (Optional). This table, if present, depicts the ammunition, explosives, and/or pyrotechnics required for proper training of the ITS.

j. CURRENT MCI(S) (Optional). This section includes a list of any currently available MCI publications designed to provide training related to this task.

ENCLOSURE (6)

MOS 4130, MARINE CORPS EXCHANGE OFFICER

DUTY AREA 01 - BOOKKEEPING/ACCOUNTING

TASK: 4130.01.01 MAINTAIN/CONTROL FILES

CONDITION(S): In a Marine Corps MWR facility, given file cabinets, files, correspondence, logs, ledgers, journals, other memoranda, Management Information System (MIS) data, and the references.

STANDARD(S): Ensuring that all pertinent data is filed per local regulations and the references.

PERFORMANCE STEPS:

1. Establish files.
2. Classify files.
3. Log and update files.
4. Purge outdated files.

REFERENCE(S):

1. MCO P1700.27, Marine Corps MWR Policy Manual
2. MCO P5300.9, Marine Corps Nonappropriated Funds Instrumentalities Personnel Manual
3. SECNAVINST 5212.5, Disposal of Navy Marine Corps Records

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (12) Req By (WO)

TASK: 4130.01.02 ADMINISTER PAYROLL PROCEDURES

CONDITION(S): In a Marine Corps MWR facility, given personnel data, records, journals, registers, time sheets, personnel actions, payroll forms, and the references.

STANDARD(S): So that payroll due dates are met, personnel actions recommended, promotions prepared, step increases, reductions, and terminations are reflected in payroll accounting. Payroll information reports must be prepared accurately.

PERFORMANCE STEPS:

1. Follow payroll procedures.
2. Complete payroll documents.
3. Verify documents.
4. Report payroll information.

REFERENCE(S):

1. MCO P1700.27, Marine Corps MWR Policy Manual
2. MCO P5300.9, Marine Corps Nonappropriated Funds Instrumentalities Personnel Manual

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (12) Req By (WO)

TASK: 4130.01.03 MAINTAIN A MANAGEMENT INFORMATION SYSTEM (MIS)

CONDITION(S): In a Marine Corps MWR facility office environment, given all documentation compiled in the data collection process and references.

STANDARD(S): Monitor internal operations using daily activity reports, cost controls, financial summaries, labor schedules, scatter sheets, retail accountability reports, budgets, sales tickets, transfer documents, vendor invoices, receiving reports, and any other documentation considered necessary by the activity manager to assess internal operations. Internal operating information not available from the standard accounting system must be generated. The MIS must be generated manually or through automation.

PERFORMANCE STEPS:

1. Establish weekly/monthly staff meeting on financial status.
2. Perform a midyear budget analysis review.
3. Request Marine Corps Nonappropriated Fund Audit Service (MCNAFAS) for audit, if necessary.
4. Develop labor statistics and cost control.
5. Make changes as required.

REFERENCE(S):

1. MCO P1700.27, Marine Corps MWR Policy Manual

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (12) Req By (WO)

DUTY AREA 02 - GENERAL OPERATIONS

TASK: 4130.02.01 CONDUCT LOSS PREVENTION SURVEY

CONDITION(S): In a Marine Corps MWR facility, given a loss prevention manual, forms, and references.

STANDARD(S): On an ongoing basis to prevent internal and external theft.

PERFORMANCE STEPS:

1. Ascertain security of all building accesses.
2. Determine conditions for other than employee access to storage.
3. Determine if cash register is in best location.
4. Conduct regular merchandise/property inventories.
5. Monitor cost analysis frequently.
6. Monitor key locker access list signatures.
7. Monitor merchandise delivery procedures.
8. Monitor spot check of employee purchases.
9. Monitor cash register spot checks.

REFERENCE(S):

1. MCO P1700.27, Marine Corps MWR Policy Manual
2. MCO P4066.17, Marine Corps Exchange Security and Loss Prevention Manual

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (12) Req By (WO)

Appendix A to
ENCLOSURE (6)

DUTY AREA 03 - MANAGEMENT

TASK: 4130.03.01 SUPERVISE CIVILIAN/MILITARY PERSONNEL

CONDITION(S): In a Marine Corps MWR facility, given civilian and military personnel regulations, local personnel rules and procedures, records, personnel forms, negotiation agreements, and references.

STANDARD(S): Ensuring that personnel are treated fairly and according to regulations. Job descriptions must be accurate; work schedules established and posted; pay raises, promotions, and recognitions will be made or recommended when appropriate; job applicants must be screened and interviewed fairly and without bias or prejudice; overtime must be authorized according to regulations; time sheets must be maintained accurately and forwarded to accounting on time; performance reviews and fitness reports prepared fairly and according to regulations; leave and vacation rosters and papers prepared and processed in a timely manner; and personnel must be inspected for appearance daily.

PERFORMANCE STEPS:

1. Maintain updated rules and regulations.
2. Review personnel practices.
3. Establish personnel policies/procedures.
4. Take corrective action.

REFERENCE(S):

1. DoD Job Grading Manual
2. MCO P1700.27, Marine Corps MWR Policy Manual
3. MCO P5300.9, Marine Corps Nonappropriated Funds Instrumentalities Personnel Manual

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (12) Req By (WO)

TASK: 4130.03.02 MANAGE/PERFORM BUDGET PROCEDURES

CONDITION(S): In an MWR facility, given the appropriate objectives, goals, reference, records, and staff.

STANDARD(S): So that the budget will be accurate, timely, and obtainable--must be results oriented and measure operational efficiencies while generating the sufficient income to support the objectives.

PERFORMANCE STEPS:

1. Determine each objective and set goals.
2. Decide the business strategies.

3. Program and allocate resources.
4. Prepare a complete and accurate budget.
5. Review and revise the budget as needed.

REFERENCE(S):

1. MCO P1700.27, Marine Corps MWR Policy Manual

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (12) Req By (WO)

TASK: 4130.03.03 PREPARE PERSONNEL, EQUIPMENT, AND SUPPLIES BUDGETS

CONDITION(S): In a Marine Corps MWR facility administrative office environment, given financial information, forms, calculator or computer, funding requests, and reference.

STANDARD(S): So that the budget package will include but is not limited to--capital expenditure budget, operating budget, balance sheet forecast, and appropriated fund budget. All budgets will be fully supported and documented as required by current regulations.

PERFORMANCE STEPS:

1. Determine expense requirement for each cost center.
2. Identify those expenses which are fixed and variable.
3. Identify those expenses which can be funded from appropriated funding.
4. Ensure goals and objectives are met and minimum operating profits are maintained.

REFERENCE(S):

1. MCO P1700.27, Marine Corps MWR Policy Manual

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (12) Req By (WO)

TASK: 4130.03.04 SUPERVISE INVENTORY MANAGEMENT

CONDITION(S): In an MWR retail facility, given financial information, forms, procedures, required automated and manual equipment, staff, and reference.

STANDARD(S): So that the physical inventory of MWR retail activity will determine the exact quantity and value of assets and other property on hand at a specific date; and physical counts of inventories will be used to bring accounting records into agreement with the actual on-hand stock.

PERFORMANCE STEPS:

Appendix A to
ENCLOSURE (6)

1. A physical inventory will be conducted at least annually for all retail activities.
2. Ensure all merchandise is accounted for.
3. Ensure proper cutoff procedures are followed.
4. Control inventory integrity.
5. Conduct inventory.
6. Validate inventory.

REFERENCE(S):

1. MCO P1700.27, Marine Corps MWR Policy Manual

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (12) Req By (WO)

TASK: 4130.03.05 SUPERVISE SALES PROCEDURES

CONDITION(S): In a Marine Corps MWR facility, given cash registers, employees, stock items, regulations, and references.

STANDARD(S): So that all merchandise required or desired by the Command shall be provided. Customer convenience and satisfaction, as well as economic feasibility, shall be the determining factors as to where specific items of merchandise must be offered. Marine Corps MWR sales must be conducted on a cash basis, except when otherwise outlined, and all merchandise must be sold at established retail prices, except as otherwise authorized.

PERFORMANCE STEPS:

1. Ensure all "like" items are priced the same.
2. Ensure cashiers are trained in the proper operation of all cash registers.
3. Ensure only designated personnel perform cash register readings/voids.
4. Ensure resettable controls on cash registers are inoperable, where applicable.
5. Ensure each cashier is provided separate change funds, where applicable.
6. Ensure charge slips are prenumbered and are accounted for, where applicable.
7. Establish a tolerance (percentage or dollars) ratio of cash overage/shortage to sales total.
8. Ensure merchandise inventory is conducted as frequently as necessary.
9. Establish refund procedures.
10. Establish lay-a-way procedures, as necessary.

REFERENCE(S):

1. MCO P1700.27, Marine Corps MWR Policy Manual
2. NAVMC 2715, Employee Training

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (12) Req By (WO)

TASK: 4130.03.06 SUPERVISE VISUAL MERCHANDISING

CONDITION(S): In an MWR facility, given merchandise, store layout, display, display equipment, visual props, staff, and reference.

STANDARD(S): So that it accomplishes the following: reflects the character of the store, sets the mood, highlights new items, and encourages the purchase of the items displayed and related items.

PERFORMANCE STEPS:

1. Ensure that all visual merchandise staff coordinates with the merchandise staff.
2. Ensure proper displays are created.

REFERENCE(S):

1. MCO P1700.27, Marine Corps MWR Policy Manual

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (12) Req By (WO)

TASK: 4130.03.07 SUPERVISE RETAIL OPERATIONS

CONDITION(S): In an MWR retail facility, given a comprehensive selection of authorized goods and services from the open market, balanced to customer needs, available funding, desired profit objectives, staff, and appropriate regulations.

STANDARD(S): So that basic controls will be established and supervised and retail goods will be delivered on schedule to the patron in a consistent manner at the lowest possible price. MWR retail must offer maximum service commensurate with economical and productive operations. The Marine Corps Exchange Officer must ensure patrons are offered clean, fresh, desirable items from orderly, attractive, efficient, and convenient stores.

PERFORMANCE STEPS:

1. Monitor the daily operations.
2. Control and plan the merchandise inventory.
3. Maintain a balance between needs of patrons and the financial strategy of the Retail Branch.
4. Ensure that a varied stock assortment will satisfy the demands of the patrons.

5. Establish a pricing policy which accomplishes the basic mission.
6. Establish an efficient merchandise control system to include: open to buy, classification dollar control, and merchandise unit control.

REFERENCE(S):

1. Buyer Manual - National Retail Merchant Association
2. MCO P1700.27, Marine Corps MWR Policy Manual

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (12) Req By (WO)

TASK: 4130.03.08 DEVELOP INTERNAL DIRECTIVES

CONDITION(S): In a Marine Corps MWR facility, given manuals, reports, and regulations.

STANDARD(S): That ensure the detection of error, waste, inefficiency, deviation from established policy, and fraud. Local procedures will be established which safeguard assets and protect the reliability of accounting information.

PERFORMANCE STEPS:

1. Review all applicable current MCO, Navy and DoD regulations and manuals.
2. Establish local policy, where needed.
3. Review policy regularly.

REFERENCE(S):

1. Applicable Hazardous Material (HAZMAT) Regulations
2. MCO P1700.27, Marine Corps MWR Policy Manual
3. MCO P4066.17, Marine Corps Exchange Security and Loss Prevention Manual

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (12) Req By (WO)

TASK: 4130.03.09 UTILIZE MANAGEMENT INFORMATION SYSTEM (MIS)

CONDITION(S): In a Marine Corps MWR facility office environment, given all documentation compiled in the data collection process and reference.

STANDARD(S): To monitor internal operations using daily activity reports, cost controls, financial summaries, labor schedules, scatter sheets, retail accountability reports, budgets, sales tickets, transfer documents, vendor invoices, receiving reports, and other documentation considered necessary to assess internal operations. Internal operating information not available from the standard accounting system must be generated. The MIS may be generated manually or through automation.

PERFORMANCE STEPS:

1. Ensure all information is processed each day.
2. Supervise the maintenance of all files within the MIS system.

REFERENCE(S):

1. Management Information Systems Manual
2. MCO P1700.27, Marine Corps MWR Policy Manual

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (12) Req By (WO)

TASK: 4130.03.10 SUPERVISE WAREHOUSE OPERATION

CONDITION(S): In a Marine Corps MWR retail facility warehouse area, given stock, equipment, shelving, storage bins, personnel, and reference.

STANDARD(S): Ensure that stock is arranged on a "First in, First out" (FIFO) basis, neat and orderly, in original cases, cartons or wrappings, well ventilated, temperature control, fire and safety secure, and separated according to type to prevent contamination. Security must be maintained to prevent pilferage and damage.

PERFORMANCE STEPS:

1. Ensure all merchandise received is accounted for.
2. Ensure all overage/shortages of inbound merchandise is properly receipted for.
3. Ensure preservation of stock is accomplished per the reference manuals.
4. Ensure defective merchandise is disposed of properly (Return Order Survey).

REFERENCE(S):

1. MCO P1700.27, Marine Corps MWR Policy Manual
2. MCO P4066.17, Marine Corps Exchange Security and Loss Prevention Manual

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (12) Req By (WO)

TASK: 4130.03.11 ENSURE ADMINISTRATIVE ACTIVITY REPORTING

CONDITION(S): In an MWR retail facility, given the appropriate forms, adding machine, local directives, staff, and manuals.

STANDARD(S): So that the Activity Daily Report (ADR) will be completed each business day and will be correct and complete. The ADR will record sales for that day to include all applicable documents.

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PERFORMANCE STEPS:

1. Assemble all daily paper work for the business day.
2. Total all reports.
3. File each report with MWR accounting.
4. Validate each report.

REFERENCE(S):

1. MCO P1700.27, Marine Corps MWR Policy Manual

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (12) Req By (WO)

Appendix A to
ENCLOSURE (6)

DUTY AREA 04 - WAREHOUSING/MERCHANDISING

TASK: 4130.04.01 PROCURE GOODS/SUPPLIES/EQUIPMENT

CONDITION(S): In a Marine Corps MWR facility, given inventories, catalogs, vendors and vendor representatives, purchase orders, regulations, and references.

STANDARD(S): Without favoritism in the open market primarily through competitive negotiation, in a fair, equitable, and impartial manner per Federal Regulations. Procurement must be to the best advantage to MWR and at the best possible delivered prices. Only first quality goods must be purchased. Sales prices must be established by local markup policies. Every effort must be made to negotiate for discounts. The supply system must be utilized when practicable. A list of debarred, suspended, and ineligible firms must be maintained.

PERFORMANCE STEPS:

1. Determine procurement requirements.
2. Identify appropriate funding for procurement.
3. Determine procurement sources.
4. Solicit for bids/proposals/prices.
5. Evaluate/analyze bids/proposals/prices.
6. Determine successful sources.
7. Award contracts.

REFERENCE(S):

1. Applicable Federal Regulations
2. MCO 10123.8, Commercially Procured Marine Corps Uniforms and Accessories Sold Through Marine Corps Exchanges
3. MCO P1700.27, Marine Corps MWR Policy Manual

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (12) Req By (WO)

TASK: 4130.04.02 PREPARE MERCHANDISE PLAN

CONDITION(S): In a Marine Corps MWR facility, given sales data information, projected sales data, anticipated changes in clientele, local economy, projected influx or change in civilian competition, and references.

STANDARD(S): So that it corresponds to the two major selling seasons. The plan must cover a 6-month period for each department and an accumulated plan for all departments. Inventory data, previous sales data, and anticipated sales projections must be utilized to determine markdowns, reductions, and purchases.

Appendix A to
ENCLOSURE (6)

PERFORMANCE STEPS:

1. Analyze previous sales data/history.
2. Determine funding available.
3. Project demand for future sales.
4. Outline method of sales program.
5. Determine markdowns/markups.
6. Determine profitability of departments.

REFERENCE(S):

1. MCO 10123.8, Commercially Procured Marine Corps Uniforms and Accessories Sold Through Marine Corps Exchanges
2. MCO P1700.27, Marine Corps MWR Policy Manual

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (12) Req By (WO)

TASK: 4130.04.03 MAINTAIN STOCK RECORD CARDS (ELECTRONIC POINT OF SALE(EPOS))

CONDITION(S): In a Marine Corps MWR facility warehouse area, given stock, stock record cards, and the reference.

STANDARD(S): For all merchandise in the warehouse. A separate card must be maintained for each item in the warehouse and prepared using information contained on purchase order. Cards must be filed by category and current status must be maintained. Card files must be purged of obsolete items.

PERFORMANCE STEPS:

1. Ensure stock cards are on hand for all merchandise in warehouse.
2. Ensure each card contains required minimum information.
3. Maintain the minimum/maximum levels required of each stock record.
4. Review cards frequently.
5. Ensure Stock Keeping Unit (SKU) records are established when using an automated system.

REFERENCE(S):

1. Management Information Systems Manual
2. MCO P1700.27, Marine Corps MWR Policy Manual

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (12) Req By (WO)

Appendix A to
ENCLOSURE (6)

TASK: 4130.04.04 DETERMINE PURCHASING SPECIFICATIONS FOR CONSUMABLE/
NON-CONSUMABLE ITEMS

CONDITION(S): In a Marine Corps MWR facility administrative office environment, given the requirement for the items to be purchased and references.

STANDARD(S): Specifications must be determined regarding the essential physical and functional characteristics such as design, material, dimensions, intended use, and restrictions.

PERFORMANCE STEPS:

1. Determine purchasing requirement.
2. Identify sources.
3. Review specifications each time item is purchased.
4. Maintain files on specifications.

REFERENCE(S):

1. MCO P1700.27, Marine Corps MWR Policy Manual

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (12) Req By (WO)

Appendix A to
ENCLOSURE (6)

DUTY AREA 05 - STOCK CONTROL/INVENTORY

TASK: 4130.05.01 SET UP RECEIVING PROCEDURES

CONDITION(S): In a Marine Corps MWR facility, given a receiving area or warehouse area, stock, purchase orders, invoices, and references.

STANDARD(S): So that employees will be instructed as to receiving operations; goods received are inspected as to quality, quantity, and/or weight, against the invoice and purchase order; and any differences must be resolved. Procedures must detail the handling of damaged items and process of rejection goods. Procedures for documentation and reporting must be specified. Procedures must be evaluated routinely for effectiveness and to make modifications, as necessary.

PERFORMANCE STEPS:

1. Ensure all merchandise received is accounted for.
2. Ensure all overage/shortage on inbound merchandise is properly receipted.
3. Comply with referenced manuals for the storage and distribution of merchandise.
4. Monitor freight charges correctly, to include vendor discounts.

REFERENCE(S):

1. MCO P1700.27, Marine Corps MWR Policy Manual

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (12) Req By (WO)

TASK: 4130.05.02 MONITOR ISSUING PROCEDURES

CONDITION(S): In a Marine Corps MWR facility warehouse or storage area, given stock control cards, inventories, requisitions, and references.

STANDARD(S): So that personnel are instructed in the process of issuing, requisitions are filled, issue slips are completed, stock control cards are annotated, issuing reports are completed and maintained, and reordering is instituted when necessary. The procedure must be evaluated routinely to determine effectiveness and to make necessary modifications.

PERFORMANCE STEPS:

1. Review all current MCO, Navy, and DoD regulations and manuals.
2. Establish local policy where needed.
3. Review policy regularly and make necessary corrections.
4. Establish who is authorized to draw goods from storeroom.
5. Prenumber requisitions and issue forms.

6. Ensure proper signatures are obtained on Requisition and Issue (R & I) by issuer and recipient.
7. Maintain a copy of all R & I's in a file.
8. Ensure unit prices are constantly updated on all goods.
9. Ensure the First In, First Out (FIFO) system is adhered to.
10. Establish issuing time frames per day.

REFERENCE(S):

1. MCO P1700.27, Marine Corps MWR Policy Manual

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (12) Req By (WO)

TASK: 4130.05.03 MONITOR INVENTORY PROCEDURES

CONDITION(S): In a Marine Corps MWR facility warehouse or storage area, given stock control cards, inventory sheets, stock to be inventoried, and references.

STANDARD(S): Ensure that all supplies, materials, equipment, and goods are inventoried and that personnel are instructed as to the inventory process, inventories are scheduled routinely and when necessary, all items must be inventoried, inventory forms completed, stock control cards must be compared and verified with inventory sheets, and discrepancies reported. The procedure must be evaluated to determine effectiveness and to make any modifications necessary.

PERFORMANCE STEPS:

1. Review all current MCO, Navy, and DoD regulations and manuals.
2. Establish local policy where needed.
3. Review policy regularly and make necessary corrections.
4. Distinguish between fixed and plant property.
5. Ensure property numbers are assigned to each property item.
6. Determine type of inventory to use (cost/retail).
7. Ensure that unit prices are current.
8. Determine the most efficient units of measure.

REFERENCE(S):

1. MCO P1700.27, Marine Corps MWR Policy Manual

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (12) Req By (WO)

Appendix A to
ENCLOSURE (6)

DUTY AREA 06 - ADVERTISING/MARKETING

TASK: 4130.06.01 SET UP A SYSTEM TO IDENTIFY PATRON NEEDS/DESIRES

CONDITION(S): In a Marine Corps MWR facility administrative office environment, given existing patronage, potential to increase patronage, and reference.

STANDARD(S): By establishing a schedule to obtain and record collected information regarding the needs of current and potential users on an ongoing basis. All methods, formal and informal, to include focus groups, surveys, and interpersonal communications, may be used.

PERFORMANCE STEPS:

1. Solicit ideas from appropriate advisory groups.
2. Review patron suggestion boxes.
3. Publish periodic patron surveys.
4. Provide input mechanism for employees.
5. Analyze input from all data sources.
6. Implement action to accommodate patron desires.
7. Establish hours of operation.
8. Establish a special events/nonroutine activities schedule.

REFERENCE(S):

1. MCO P1700.27, Marine Corps MWR Policy Manual

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (12) Req By (WO)

TASK: 4130.06.02 DEVELOP/IMPLEMENT A MARKETING ACTION PLAN

CONDITION(S): In a Marine Corps MWR facility administrative office environment, given identified patron needs/desires, activity and event information, and reference.

STANDARD(S): Ensure that it addresses the MWR marketing goals and objectives, budget, survey plans, communication efforts, and new product development. The plan must be updated at least annually and based on identified patron needs or desires.

PERFORMANCE STEPS:

1. Review merchandise plan.
2. Determine promotion activities and special events.
3. Allocate resources to implement plan.
4. Implement plan.

5. Critique the results.
6. Make necessary changes.

REFERENCE(S):

1. MCO P1700.27, Marine Corps MWR Policy Manual

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (12) Req By (WO)

Appendix A to
ENCLOSURE (6)

DUTY AREA 07 - MAINTENANCE AND SANITATION

TASK: 4130.07.01 ESTABLISH PREVENTIVE MAINTENANCE/SANITATION PROGRAM

CONDITION(S): In Marine Corps MWR facility, given all aspects of the physical plant (mechanical equipment, food service equipment and utensils, and the building itself), manufacturer's maintenance recommendations, inventory of equipment, previous maintenance/repair records, regulations pertaining to health and sanitation, and references.

STANDARD(S): Which will specify who is directly responsible for each area or item of equipment. A step-by-step process and documentation procedure must be detailed. Schedules for routine maintenance and sanitation must be established. The program must specify which forms and checklists will be utilized. A periodic walk-through of the facility must be conducted to ensure that the program is being effective and to make any modifications necessary. Personnel must be instructed as to the use of the maintenance and sanitation program.

PERFORMANCE STEPS:

1. Execute a preventive maintenance program for all equipment.
2. Perform preventive maintenance actions, as required.
3. Remove equipment from service when necessary.

REFERENCE(S):

1. NAVMED P5010, Manual of Naval Preventive Medicine

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (12) Req By (WO)

TASK: 4130.07.02 MANAGE HAZARDOUS MATERIALS (HAZMAT) PROGRAM

CONDITION(S): Given applicable technical manuals and directives.

STANDARD(S): Ensuring that all HAZMAT is stored, used, maintained, and disposed of safely in the working environment.

PERFORMANCE STEPS:

1. Review the established HAZMAT program.
2. Identify federal, state, and local EPA requirements.
3. Maintain the HAZMAT storage point.
4. Utilize required/recommended handling protection when working with HAZMAT.
5. Maintain Material Safety Data sheets.

REFERENCE(S):

1. 29 CFR
2. Applicable Federal Regulations
3. Applicable Local Regulations
4. MCO P4790.2, MIMMS Field Procedures Manual

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (12) Req By (WO)

Appendix A to
ENCLOSURE (6)

DUTY AREA 08 - MORALE, WELFARE, AND RECREATION OPERATIONS

TASK: 4130.08.01 MONITOR MWR CONCESSION PROGRAM

CONDITION(S): In a Marine Corps MWR facility, given applications from concessionaires, adequate space for type of concession requested, and references.

STANDARD(S): In keeping with the proprieties and policies of MWR. The need or desirability of each space availability must be ascertained. Concession contracts must be formulated and reviewed. A complete and accurate accounting of concession operations finances must be maintained. Concession control sheets and reports must be prepared routinely.

PERFORMANCE STEPS:

1. Determine concession needs based on patron desires.
2. Execute control measures to ensure only wholesome items are sold.
3. Execute proper contract follow-up.
4. Prepare necessary, timely control sheets.
5. Survey patrons assessment of needs or desires.

REFERENCE(S):

1. MCO P1700.27, Marine Corps MWR Policy Manual

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (12) Req By (WO)

TASK: 4130.08.02 MONITOR MWR SAFETY/SECURITY PROGRAM

CONDITION(S): In a Marine Corps MWR facility, given, safety and health standards set forth in the Marine Corps Occupational Safety and Health (OSH), a facility floor plan, information regarding safes, combinations, locks and keys, hours of operation, number of personnel employed, and references.

STANDARD(S): Ensuring that responsibility for areas is detailed, procedures formulated specifying action for preventing safety hazards and corrections of deficiencies, routine inspections conducted, and reporting specified. The security program must involve coordination with the Provost Marshal and other law enforcement agencies. Personnel must be instructed as to procedures to follow regarding safety and security matters.

PERFORMANCE STEPS:

1. Establish or use MWR SOP for safety and security.
2. Maintain period checklist to verify safety and security checks.
3. Determine and post personnel responsibility, safety, and security assignments.
4. Ensure correction of deficiencies.

5. Establish and execute a safety and security checklist.
6. Ensure key logs are utilized.
7. Ensure safe combinations and exterior door locks are changed regularly.

REFERENCE(S):

1. MCO 5100.8, Marine Corps GRD Occupational Safety and Health (OSH) Program
2. MCO P1700.27, Marine Corps MWR Policy Manual
3. MCO P4066.17, Marine Corps Exchange Security and Loss Prevention Manual

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (12) Req By (WO)

TASK: 4130.08.03 IMPLEMENT CONSTRUCTION/EXPANSION/RENOVATION PROGRAM

CONDITION(S): In a Marine Corps MWR facility administrative office environment, given information regarding proposed project, anticipated costs, and references.

STANDARD(S): So that it will meet the requirements for propriety, essentiality, adequacy of design, suitability of site, usability of facility, effectiveness of correction of deficiencies, maintenance aspects, and cost factors. Furnishing and equipment requirements must be determined.

PERFORMANCE STEPS:

1. Determine appropriate scope of project based on need and Commander's desire.
2. Provide sales data and customer count for backup.
3. Ensure the project is in the 5-year improvement plan.
4. Determine funding method desired.
5. Provide Commander with necessary data for formulating recommendation to CMC.

REFERENCE(S):

1. MCO P1700.27, Marine Corps MWR Policy Manual
2. NAVFAC P80, Facility Planning Criteria for Navy and Marine Corps Shore Installations

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (12) Req By (WO)

TASK: 4130.08.04 DEVELOP/MONITOR DEACTIVATION/DISESTABLISHMENT PROCEDURES

CONDITION(S): In a Marine Corps MWR facility, given required data and the references.

STANDARD(S): To ensure that all assets are properly disposed of, all liabilities are satisfied, all records are disposed of properly, and residual funds are transferred as required per current regulations and directives.

PERFORMANCE STEPS:

1. Advise Commander of need to cease operations.
2. Obtain CMC approval to cease operations.
3. Notify auditors of closing date for final audit.
4. Maintain protection of assets through the last operating day.
5. Ensure compliance with CMC closure procedures letter.

REFERENCE(S):

1. MCO P1700.27, Marine Corps MWR Policy Manual
2. SECNAVINST 5212.5, Disposal of Navy Marine Corps Records

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (12) Req By (WO)

TASK: 4130.08.05 ESTABLISH/IMPLEMENT FIELD FACILITIES

CONDITION(S): In a field environment where no exchange facility exists, given a requirement to establish tactical field exchange to support personnel involved in a deployment operation.

STANDARD(S): Ensuring that personnel in a deployment situation by the Command having operational control are serviced. All concepts of an exchange facility must be implemented within the boundaries of the area.

PERFORMANCE STEPS:

1. Determine size of operation.
2. Identify number of personnel for staffing.
3. Establish stock level and assortment.
4. Determine source of supply.
5. Determine logistical support requirements.
6. Train/orient personnel as required.
7. Obtain internal operational supplies/equipment.
8. Conduct inventory before and after operation.
9. Evaluate operation for effectiveness and possible revisions.

MCO 1510.56B
14 AUG 97

REFERENCE(S):

1. MCO P1700.27, Marine Corps MWR Policy Manual

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (12) Req By (WO)

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ENCLOSURE (6)

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DUTY AREA 09 - TRAINING

TASK: 4130.09.01 MONITOR INTERNAL AND EXTERNAL TRAINING PROGRAMS

CONDITION(S): In a Marine Corps MWR facility, given a requirement for training, annual program training letter, personnel training schedules, and external training information.

STANDARD(S): In a manner that results in a maximum participation in training.

PERFORMANCE STEPS:

1. Identify training needs.
2. Obtain available training information.
3. Determine funding.
4. Schedule attendees.
5. Evaluate training results.

REFERENCE(S):

1. Annual Food and Hospitality Program Letter
2. Food and Hospitality Standards
3. MCO P1700.27, Marine Corps MWR Policy Manual

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (12) Req By (WO)

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ENCLOSURE (6)

MOS 4133, MORALE, WELFARE, RECREATION (MWR) SPECIALIST

DUTY AREA 01 - BOOKKEEPING/ACCOUNTING

TASK: 4133.01.01 MAINTAIN/CONTROL FILES

CONDITION(S): In a Marine Corps MWR Facility, given file cabinets, files, correspondence, logs, ledgers, journals, other memoranda, Management Information System (MIS) data, and the references.

STANDARD(S): To ensure that all pertinent data is filed per local regulations and the references.

PERFORMANCE STEPS:

1. File by category and date.
2. Determine and dispose of outdated or inactive files.
3. Secure a locked cabinet for security.
4. Check files at least quarterly for update change.

REFERENCE(S):

1. MCO P1700.27, Marine Corps MWR Policy Manual
2. SECNAVINST 5212.5, Disposal of Navy Marine Corps Records

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (12) Req By (FM)

TASK: 4133.01.02 EXECUTE ACCOUNTING PROCEDURES

CONDITION(S): In a Marine Corps MWR facility, given reports, journals, ledgers, invoices, bills, credit statements, receipts, other supporting financial data, and the references.

STANDARD(S): So that all entries in applicable documents are complete and accurate.

PERFORMANCE STEPS:

1. Identify cost centers needed.
2. Perform inventory procedures.
3. Maintain cost of sales standards.
4. Maintain sale/retail prices for menus.
5. Interpret financial statements and make changes in operation.
6. Develop/maintain the various budgets required.

REFERENCE(S):

1. MCO P1700.27, Marine Corps MWR Policy Manual

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (12) Req By (FM)

TASK: 4133.01.03 MAINTAIN A MANAGEMENT INFORMATION SYSTEM (MIS)

CONDITION(S): In a Marine Corps MWR facility office environment, given all documentation compiled in the data collection process, and references.

STANDARD(S): To monitor internal operations using daily activity reports, cost controls, financial summaries, labor schedules, scatter sheets, retail accountability reports, budgets, sales tickets, transfer documents, vendor invoices, receiving reports, and any other documentation considered necessary by the activity manager to assess internal operations. Internal operating information not available from the standard accounting system must be generated. The MIS must be generated manually or through automation.

PERFORMANCE STEPS:

1. Attend weekly/monthly staff meetings on financial status.
2. Perform a midyear review budget analysis.
3. Maintain labor statistics and cost control.
4. Spot check counts on inventories and note discrepancies.

REFERENCE(S):

1. MCO P1700.27, Marine Corps MWR Policy Manual

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (12) Req By (FM)

TASK: 4133.01.04 UTILIZE FINANCIAL DATA

CONDITION(S): In a Marine Corps MWR facility, given reports, profit and loss statements, budget, variance analysis, historical data, and other supporting financial data.

STANDARD(S): To ensure efficient performance of cost center.

PERFORMANCE STEPS:

1. Develop/maintain a budget.
2. Interpret budget variance.
3. Analyze financial data.
4. Make changes in operation, as required.

MCO 1510.56B
14 AUG 97

REFERENCE(S):

1. MCO P1700.27, Marine Corps MWR Policy Manual

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (12) Req By (Cpl)

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ENCLOSURE (6)

6-B-3

DUTY AREA 02 - GENERAL OPERATIONS

TASK: 4133.02.01 OPEN/SECURE ACTIVITY

CONDITION(S): In a Marine Corps MWR facility, given locks, keys, combinations, security devices, and references.

STANDARD(S): To ensure that the activity will be opened at the beginning of operating hours, security system turned off, and inspected and locked at the end of operating hours with the security system operational.

PERFORMANCE STEPS:

1. Open facility at designated time.
2. Disarm security system.
3. Inspect for breach of security.
4. Make any required reports.
5. Inspect to ensure all personnel are out of the facility.
6. Secure building, set alarm, and lock up.

REFERENCE(S):

1. MCO P1700.27, Marine Corps MWR Policy Manual
2. MCO P4066.17, Marine Corps Exchange Security and Loss Prevention Manual

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (12) Req By (FM)

TASK: 4133.02.02 CONDUCT LOSS PREVENTION SURVEY

CONDITION(S): In a Marine Corps MWR facility, given a loss prevention manual, forms, and references.

STANDARD(S): On an ongoing basis to prevent internal and external theft.

PERFORMANCE STEPS:

1. Ascertain security of all buildings accesses.
2. Determine conditions for other than employee access to storage.
3. Determine if cash register is in best location.
4. Conduct regular merchandise/property inventories.
5. Monitor cost analysis frequently.
6. Monitor key locker access list signatures.

7. Monitor merchandise delivery procedures.
8. Conduct spot check of employee purchases.
9. Conduct cash register spot checks.
10. Determine where employee purchases are kept.
11. Inspect outgoing trash for concealment of merchandise.

REFERENCE(S):

1. MCO P1700.27, Marine Corps MWR Policy Manual
2. MCO P4066.17, Marine Corps Exchange Security and Loss Prevention Manual

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (12) Req By (FM)

TASK: 4133.02.03 PERFORM ADMINISTRATIVE ACTIVITY REPORTING

CONDITION(S): In an MWR retail facility, given the appropriate forms, adding machine, local directives, staff, and manuals.

STANDARD(S): So that applicable documents will be completed each business day and must be correct and complete. The Activity Daily Report (ADR) must record sales for that day to include all applicable documents.

PERFORMANCE STEPS:

1. Assemble all daily paper work for the business day.
2. Total all reports.
3. File each report with MWR accounting.
4. Validate each report.

REFERENCE(S):

1. MCO P1700.27, Marine Corps MWR Policy Manual

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (12) Req By (FM)

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ENCLOSURE (6)

DUTY AREA 03 - MANAGEMENT

TASK: 4133.03.01 SUPERVISE CIVILIAN/MILITARY PERSONNEL

CONDITION(S): In a Marine Corps MWR facility, given civilian and military personnel regulations, local personnel rules and procedures, records, personnel forms, negotiation agreements, and references.

STANDARD(S): To ensure that personnel are treated fairly and according to regulations. Job descriptions must be accurate; work schedules established and posted; pay raises, promotions, and recognitions must be made or recommended when appropriate; job applicants must be screened and interviewed fairly and without bias or prejudice; overtime must be authorized according to regulations; time sheets must be maintained accurately and forwarded to accounting on time; performance reviews and fitness reports prepared fairly and according to regulations; leave and vacation rosters and papers prepared and processed in a timely manner; and personnel must be inspected for appearance daily.

PERFORMANCE STEPS:

1. Maintain updated rules and regulations.
2. Review personnel practices.
3. Follow established personnel policies.
4. Take corrective action.

REFERENCE(S):

1. DoD Job Grading Manual
2. MCO P1700.27, Marine Corps MWR Policy Manual
3. MCO P5300.9, Marine Corps Nonappropriated Funds Instrumentalities Personnel Manual

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req
By (FM)

TASK: 4133.03.02 SUPERVISE INVENTORY MANAGEMENT

CONDITION(S): In an MWR facility, given financial information, forms, procedures, required automated and manual equipment, staff, and reference.

STANDARD(S): So that physical inventory of MWR activity will determine the exact quantity and value of assets and other property on hand at a specific date; and physical counts of inventories must be used to bring accounting records into agreement with the actual on-hand inventory.

PERFORMANCE STEPS:

1. A physical inventory will be conducted at least annually for all MWR activities.
2. Ensure all inventory/assets are accounted for.

3. Ensure proper cutoff procedures are followed.
4. Control inventory integrity.
5. Conduct inventory.
6. Validate inventory.

REFERENCE(S):

1. MCO P1700.27, Marine Corps MWR Policy Manual

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (12) Req By (FM)

TASK: 4133.03.03 SUPERVISE SALES PROCEDURES

CONDITION(S): In a Marine Corps MWR facility, given cash registers, employees, stock items, regulations, and references.

STANDARD(S): So that all merchandise required or desired by the Command must be provided. Customer convenience and satisfaction, as well as economic feasibility, shall be the determining factors as to where specific items of merchandise must be offered. Marine Corps MWR sales must be conducted on a cash basis except when otherwise outlined and all merchandise must be sold at established MWR prices except as otherwise authorized.

PERFORMANCE STEPS:

1. Ensure all "like" items are priced the same.
2. Ensure cashiers are trained in the proper operation of all cash registers.
3. Ensure cash register readings are performed per local policy.
4. Ensure resettable controls on cash registers are inoperable, where applicable.
5. Ensure each cashier is provided separate change funds, where applicable.
6. Ensure charge slips are prenumbered and are accounted for, where applicable.
7. Adhere to cash overage/shortage to sales total policy.
8. Execute established refund procedures.
9. Ensure lay-a-way tickets are prenumbered and are accounted for.

REFERENCE(S):

1. MCO P1700.27, Marine Corps MWR Policy Manual
2. NAVMC 2715, Employee Training

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (12) Req By (FM)

TASK: 4133.03.04 SUPERVISE INTERNAL AND EXTERNAL TRAINING PROGRAMS

CONDITION(S): In a Marine Corps MWR facility, given a requirement for training, annual program training letter, personnel training schedule, and external training information.

STANDARD(S): Internal and external training program will be supervised to ensure maximum participation in training.

PERFORMANCE STEPS:

1. Identify training needs.
2. Obtain available training information.
3. Determine funding.
4. Schedule attendees for training.
5. Evaluate training results.

REFERENCE(S):

1. Annual Food and Hospitality Program Training Letter
2. MCO P1700.27, Marine Corps MWR Policy Manual
3. NAVMC 2770, Food and Hospitality Marketing Guide

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (12) Req By (FM)

TASK: 4133.03.05 IMPLEMENT BUDGET PLANS/CORRECT ACTUAL FINANCIAL PERFORMANCE

CONDITION(S): In a Marine Corps MWR facility, given financial information, merchandise, product or service assortment, forms, procedures, required automated and manual equipment, staff, and references.

STANDARD(S): To ensure that the activity will achieve financial budgetary goals at the cost center level and successfully support MWR financial performance.

PERFORMANCE STEPS:

1. Draft an initial annual operating budget plan for submission to the appropriate MWR Director at individual activity (cost center) level.
2. Make basic financial worksheets to track activity performance.
3. Generate sales and control expenses.
4. Compare and evaluate actual business performance against operating budget plan.
5. Improve actual business operating performance or implement corrective action.

REFERENCE(S):

1. MCO P1700.27, Marine Corps MWR Policy Manual
2. NAVMC 2711, Marine Corps Club System Operations Manual Food and Beverage Service Operation
3. NAVMC 2713, Marine Corps Club Systems Operations Manual Physical Plant Management

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (12) Req By (FM)

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ENCLOSURE (6)

DUTY AREA 04 - MERCHANDISING/PROCUREMENT

TASK: 4133.04.01 PROCURE GOODS/SUPPLIES/EQUIPMENT

CONDITION(S): In a Marine Corps MWR facility, given inventories, catalogs, vendors and vendor representatives, purchase orders, regulations, and references.

STANDARD(S): Without favoritism in the open market primarily through competitive negotiation, in a fair, equitable, and impartial manner per Federal Regulations. Procurement must be to the best advantage to MWR and at the best possible delivered prices. Only first quality goods must be purchased. Sales prices must be established by local markup policies. Every effort must be made to negotiate for discounts. The supply system must be utilized when practicable. A list of debarred, suspended, and ineligible firms must be maintained.

PERFORMANCE STEPS:

1. Determine procurement requirements.
2. Identify appropriate funding for procurement.
3. Determine procurement sources.
4. Solicit for bids/proposals/prices.
5. Evaluate/analyze bids/proposals/prices.
6. Determine successful sources.
7. Award contracts.

REFERENCE(S):

1. Applicable Federal Regulations
2. MCO P1700.27, Marine Corps MWR Policy Manual

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (12) Req By (SSgt)

TASK: 4133.04.02 MAINTAIN WAREHOUSE

CONDITION(S): In a Marine Corps MWR facility warehouse area, given stock, equipment, shelving, storage bins, personnel, and references.

STANDARD(S): To ensure that stock is arranged on a First In, First Out (FIFO) basis, neat and orderly, in original cases, cartons or wrappings, well ventilated, temperature control, fire and safety secure, and separated according to type to prevent contamination. Security must be maintained to prevent pilferage and damage.

PERFORMANCE STEPS:

1. Maintain area neatly and orderly.
2. Arrange merchandise for FIFO process.

3. Set up security to prevent pilferage and damage.
4. Ensure in and out are thoroughly controlled.
5. Report slow movers to appropriate personnel.
6. Set up a controlled visitor program.

REFERENCE(S):

1. MCO P1700.27, Marine Corps MWR Policy Manual
2. MCO P4066.17, Marine Corps Exchange Security and Loss Prevention Manual

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (12) Req By (FM)

TASK: 4133.04.03 MAINTAIN STOCK RECORD CARDS (ELECTRONIC POINT OF SALE)

CONDITION(S): In a Marine Corps MWR facility warehouse area, given stock, stock record cards, and the reference.

STANDARD(S): Ensure that a separate card is maintained for each item in the warehouse and prepared using information contained on purchase order. Cards must be filed by category and current status will be maintained. Card files must be purged of obsolete items.

PERFORMANCE STEPS:

1. Ensure stock cards are on hand for all merchandise in warehouse.
2. Ensure each card contains required minimum information.
3. Maintain the minimum/maximum levels required of each stock item.
4. Review cards frequently.
5. Ensure Stock Keeping Unit (SKU) records are established when using an automated system.

REFERENCE(S):

1. MCO P1700.27, Marine Corps MWR Policy Manual

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (12) Req By (FM)

TASK: 4133.04.04 DETERMINE PURCHASING SPECIFICATIONS FOR CONSUMABLE/
NONCONSUMABLE ITEMS

CONDITION(S): In a Marine Corps MWR facility administrative office environment, given the requirement for the items to be purchased and references.

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STANDARD(S): Ensure that they address the essential physical and functional characteristics such as design, material, dimensions, intended use, and restrictions.

PERFORMANCE STEPS:

1. Determine purchasing requirement.
2. Identify sources.
3. Review specifications each time item is purchased.
4. Maintain files on specifications.

REFERENCE(S):

1. Food Yields
2. SPECS: The Comprehensive Food Service Purchase and SPEC Manual
3. The Buying Guide for Fresh Fruits, Vegetables, Herbs, and Nuts
4. The Meat Buyer's Guide
5. The Seafood Handbook
6. MCO P1700.27, Marine Corps MWR Policy Manual
7. NAVMC 2711, Marine Corps Club System Operations Manual Food and Beverage Service Operation
8. NAVMC 2712, Marine Corps Club System Operations Manual Food and Beverage Service Techniques

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (12) Req By (SSgt)

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DUTY AREA 05 - STOCK CONTROL/INVENTORY

TASK: 4133.05.01 SET UP RECEIVING PROCEDURES

CONDITION(S): In a Marine Corps MWR facility, given a receiving area or warehouse area, stock, purchase orders, invoices, and references.

STANDARD(S): So that employees will be instructed as to receiving operations; goods received are inspected as to quality, quantity, and/or weight, against the invoice and purchase order; and any differences must be resolved. Procedures must detail the handling of damaged items and process of rejection goods. Procedures for documentation and reporting must be specified. Procedures must be evaluated routinely for effectiveness and to make modifications, as necessary.

PERFORMANCE STEPS:

1. Appoint authorized employees to receipt for goods.
2. Ensure invoice has Vet stamp, if applicable.
3. Establish hours goods are to be received.
4. Ensure employee has Blanket Purchase Agreement (BPA) and that BPA matches with invoice and actual goods.
5. Determine handling of inferior/nonordered goods received.
6. Annotate on invoice and BPA any discrepancies.

REFERENCE(S):

1. MCO P1700.27, Marine Corps MWR Policy Manual
2. NAVMC 2711, Marine Corps Club System Operations Manual Food and Beverage Service Operation

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req By (FM)

TASK: 4133.05.02 SET UP STOCK CONTROL PROCEDURES

CONDITION(S): In a Marine Corps MWR facility storage area, given stock, stock control cards, inventories, requisitions, purchase orders, invoices, and references.

STANDARD(S): So that personnel will be instructed as to stock control processes, maintaining suspense files, correctly completing and maintaining stock control cards, preparing stock control reports, and verifying stock control cards with receiving reports. The procedures must be evaluated routinely for effectiveness and to make necessary modifications.

PERFORMANCE STEPS:

1. Assign limited number of employees as storeroom custodians.
2. Establish First In, First Out (FIFO) procedure identification.

3. Establish who is authorized to draw goods from storeroom.
4. Establish storeroom Par-Stock.
5. Establish a file for outstanding Blanket Purchase Agreement (BPA's).
6. Establish procedure for survey items.
7. Determine types and sizes of storerooms required.

REFERENCE(S):

1. MCO P1700.27, Marine Corps MWR Policy Manual
2. NAVMC 2711, Marine Corps Club System Operations Manual Food and Beverage Service Operation
3. NAVMC 2713, Marine Corps Club Systems Operations Manual Physical Plant Management

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req
By (FM)

TASK: 4133.05.03 SET UP ISSUING PROCEDURES

CONDITION(S): In a Marine Corps MWR facility warehouse or storage area, given stock control cards, inventories, requisitions, and references.

STANDARD(S): So that personnel are instructed in the process of issuing, requisitions are filed, issue slips are completed, stock control cards are annotated, issuing reports are completed and maintained, and reordering is instituted when necessary. The procedure must be evaluated routinely to determine effectiveness and to make necessary modifications.

PERFORMANCE STEPS:

1. Establish who is authorized to draw goods from storeroom.
2. Prenumber requisitions and issue forms.
3. Ensure proper signatures are obtained on Requisition and Issue (R & I) by issuer and recipient.
4. Maintain a copy of all R & I's in a file.
5. Ensure unit prices are constantly updated on all goods.
6. Ensure the FIFO system is adhered to.
7. Establish issuing time frames per day.

REFERENCE(S):

1. MCO P1700.27, Marine Corps MWR Policy Manual

2. NAVMC 2711, Marine Corps Club System Operations Manual Food and Beverage Service Operation

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req
By (FM)

TASK: 4133.05.04 SET UP INVENTORY PROCEDURES

CONDITION(S): In a Marine Corps MWR facility warehouse or storage area, given stock control cards, inventory sheets, stock to be inventoried, and references.

STANDARD(S): Ensure that all supplies, materials, equipment, and goods are inventoried and that personnel are instructed as to the inventory process; inventories are scheduled routinely and when necessary, inventory forms completed, stock control cards are compared and verified with inventory sheets, and discrepancies reported. The procedure must be evaluated to determine effectiveness and to make any modifications necessary made.

PERFORMANCE STEPS:

1. Distinguish between fixed and plant property.
2. Ensure property numbers are assigned to each property item.
3. Determine type of inventory to use (cost/retail).
4. Ensure that unit prices are current.
5. Determine the most efficient units of measure.

REFERENCE(S):

1. MCO P1700.27, Marine Corps MWR Policy Manual
2. NAVMC 2711, Marine Corps Club System Operations Manual Food and Beverage Service Operation
3. NAVMC 2713, Marine Corps Club Systems Operations Manual Physical Plant Management

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req
By (FM)

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DUTY AREA 06 - MORALE, WELFARE, AND RECREATION OPERATIONS

TASK: 4133.06.01 SET UP FOOD SERVICE OPERATIONS

CONDITION(S): In a Marine Corps MWR facility, given kitchen, storage, dining, and office areas, all necessary equipment, appliances, furniture, and appropriate food items, and references.

STANDARD(S): So that meals will be served to MWR patrons at the determined times for the anticipated number of guests. Menus must be planned and prepared, amount and cost of food must be calculated, table settings and arrangements must be specified, health, safety and sanitation procedures must be detailed, employee functions and duties must be established, food service SOP must be written, and quality control measures must be instituted. Yield tests must be performed and analyzed. Menu and recipe cards must be prepared and updated. Utilization or disposal of leftovers must be determined.

PERFORMANCE STEPS:

1. Organize the food operations to support menu items.
2. Determine and obtain work force.
3. Establish operating hours based on customer needs.
4. Ensure proper inventory PARS are established monthly.
5. Provide standardized recipes for cooks.
6. Establish cost control procedures.

REFERENCE(S):

1. MCO P1700.27, Marine Corps MWR Policy Manual
2. NAVMC 2711, Marine Corps Club System Operations Manual Food and Beverage Service Operation
3. NAVMC 2712, Marine Corps Club System Operations Manual Food and Beverage Service Techniques
4. NAVMC 2714, Marine Corps Club System Operations Manual Operations Control And Organizational Development
5. NAVMED P5010, Manual of Naval Preventive Medicine

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req
By (FM)

TASK: 4133.06.02 SET UP BAR OPERATIONS

CONDITION(S): In a Marine Corps MWR facility, given areas to be designated as bar and storage; various beverages, equipment, appliances, and furniture; and references.

STANDARD(S): In such a manner as to service MWR patrons requesting beverages within the capabilities of the bar. The amount of costs of items served must be calculated and recorded for reporting purposes. Sales prices and

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dispensing procedures must be established. Accurate inventories and loss safeguards must be maintained. Health, safety, and sanitation procedures must be detailed. Employee functions and duties must be established. An SOP must be written which establishes bar operations and customer service.

PERFORMANCE STEPS:

1. Organize the bar operation to meet the menu offered.
2. Determine and obtain work force.
3. Establish PAR stocks.
4. Provide standardized recipes for bartenders.
5. Establish procedures of operation and cost controls.

REFERENCE(S):

1. MCO 1700.22, Alcoholic Beverage Control in the Marine Corps
2. MCO P1700.27, Marine Corps MWR Policy Manual
3. MCO P5300.9, Marine Corps Nonappropriated Funds Instrumentalities Personnel Manual
4. NAVMC 2711, Marine Corps Club System Operations Manual Food and Beverage Service Operation
5. NAVMC 2712, Marine Corps Club System Operations Manual Food and Beverage Service Techniques
6. NAVMC 2714, Marine Corps Club System Operations Manual Operations Control and Organizational Development
7. NAVMED P5010, Manual of Naval Preventive Medicine

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req
By (FM)

TASK: 4133.06.03 SET UP COST CONTROL AND RETAIL PROCEDURES

CONDITION(S): In a Marine Corps MWR facility administrative office environment, given information pertaining to inventories, sales, requisitions, purchases, operation and overhead expenses, and references.

STANDARD(S): So that it is possible to determine periodically the total cost and retail amount of each commodity sold, in addition to its cost element makeup in terms of material, labor, direct operating and overhead expenses. Employees must be instructed in the procedures of the cost control program. The procedures must detail what forms, inventories, reports are to

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be used, and methods of completion. The procedures must be monitored routinely to ensure that they are effective and to make any modifications necessary.

PERFORMANCE STEPS:

1. Ensure proper control of all supplies.
2. Determine cost for each item for retail sales.
3. Use scatter sheet or Point of Sale (POS) to determine period sales.
4. Ensure labor schedule and needs are commensurate with sales.
5. Track overpreparation.

REFERENCE(S):

1. MCO P1700.27, Marine Corps MWR Policy Manual
2. NAVMC 2711, Marine Corps Club System Operations Manual Food and Beverage Service Operation
3. NAVMC 2712, Marine Corps Club System Operations Manual Food and Beverage Service Techniques
4. NAVMC 2714, Marine Corps Club System Operations Manual Operations Control and Organizational Development

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req
By (FM)

TASK: 4133.06.04 SET UP MWR CONCESSION PROGRAM

CONDITION(S): In a Marine Corps MWR facility, given applications from concessionaires, adequate space for type of concession requested, and references.

STANDARD(S): In keeping with the proprieties and policies of MWR. The need or desirability of each space availability must be ascertained. Concession contracts must be formulated and reviewed. A complete and accurate accounting of concession operations finances must be maintained. Concession control sheets and reports must be prepared routinely.

PERFORMANCE STEPS:

1. Determine concession needs based on patron desires.
2. Execute control measures to ensure only wholesome items are sold.
3. Execute proper contract follow-up.
4. Prepare necessary, timely control sheets.
5. Survey patrons assessment of needs or desires.

REFERENCE(S):

1. MCO P1700.27, Marine Corps MWR Policy Manual

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (12) Req By (SSgt)

TASK: 4133.06.05 ORGANIZE MWR ENTERTAINMENT

CONDITION(S): In a Marine Corps MWR facility, given space for entertainment performance, entertainers, contracts, schedules, equipment, and references.

STANDARD(S): So that performers appear as scheduled, contracts are prepared, equipment and necessary decorations are in place, performers briefed on MWR policy, and entertainment is within budget. The entertainment must be evaluated and recommendations made for future entertainment. The entertainment will be wholesome and in good taste. It will never be offensive or embarrassing to the patron or the command.

PERFORMANCE STEPS:

1. Obtain listing of MWR approved sources for entertainment.
2. Supervise or follow-up as required by local SOP.
3. Provide necessary evaluations.
4. Ensure appropriate contract is prepared.
5. Advise marketing on needed promotion of events.

REFERENCE(S):

1. MCO P1700.27, Marine Corps MWR Policy Manual

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (12) Req By (FM)

TASK: 4133.06.06 IMPLEMENT MWR SAFETY/SECURITY PROGRAM

CONDITION(S): In a Marine Corps MWR facility, given, safety and health standards set forth in Marine Corps Ground Occupation Safety and Health (OSH), a facility floor plan, information regarding safes, combinations, locks and keys, hours of operation, number of personnel employed, and references.

STANDARD(S): So that responsibility for areas is detailed, procedures formulated specifying action for preventing safety hazards and corrections of deficiencies, routine inspections conducted, and reporting specified. The security program must involve coordination with the Provost Marshal and other law enforcement agencies. Personnel must be instructed as to procedures to follow regarding safety and security matters.

PERFORMANCE STEPS:

1. Establish or use MWR SOP for safety and security.
2. Maintain period checklist to verify safety and security checks.

3. Determine and post personnel responsibility safety and security assignments.
4. Ensure correction of deficiencies.
5. Establish and execute a safety and security checklist.
6. Ensure key logs are being utilized.
7. Change safe combinations and door locks regularly.

REFERENCE(S):

1. MCO 5100.8, Marine Corps GRD Occupational Safety and Health (OSH) Program
2. MCO P1700.27, Marine Corps MWR Policy Manual
3. MCO P4066.17, Marine Corps Exchange Security and Loss Prevention Manual

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (12) Req By (FM)

TASK: 4133.06.07 EVALUATE MWR SAFETY/SECURITY PROGRAM

CONDITION(S): In a Marine Corps MWR facility, given a safety/security program in place and the references.

STANDARD(S): Periodically to determine the effectiveness of the program.

PERFORMANCE STEPS:

1. Determine responsibility for program follow-up.
2. Ensure corrective action is timely and ongoing.
3. Determine cause for repeat discrepancies.
4. Determine need for program expansion.

REFERENCE(S):

1. MCO 5100.8, Marine Corps GRD Occupational Safety and Health (OSH) Program
2. MCO P1700.27, Marine Corps MWR Policy Manual
3. MCO P4066.17, Marine Corps Exchange Security and Loss Prevention Manual
4. NAVMED P5010, Manual of Naval Preventive Medicine

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (12) Req By (FM)

TASK: 4133.06.08 ESTABLISH FOOD AND HOSPITALITY PROGRAM

CONDITION(S): In an MWR program having CMC approval and designated as Food and Hospitality Director, given a needs assessment, equipment, supplies, personnel, necessary buildings, and the references.

STANDARD(S): Ensuring that food, beverages, entertainment and Temporary Lodging Facility (TLF) activities that promote the well being, morale, comradeship, and wholesome use of leisure time for authorized users, their families, and guests.

PERFORMANCE STEPS:

1. Determine availability of building(s) for facilities.
2. Determine and provide for hiring personnel for each activity.
3. Provide personnel requirements to Nonappropriated Funds (NAF) personnel office.
4. Ensure proper opening procedures are in place.
5. Establish quality assurance.
6. Ensure support services are adequate.
7. Ensure personnel have updated health cards.

REFERENCE(S):

1. MCO P1700.27, Marine Corps MWR Policy Manual
2. NAVMC 2711, Marine Corps Club System Operations Manual Food and Beverage Service Operation
3. NAVMED P5010, Manual of Naval Preventive Medicine

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req By (GySgt)

TASK: 4133.06.09 RECOMMEND CONSTRUCTION/EXPANSION/RENOVATION PROGRAM

CONDITION(S): In a Marine Corps MWR facility administrative office environment, given information regarding proposed project, anticipated costs, and references.

STANDARD(S): That meets the requirements for propriety, essentiality, adequacy of design, suitability of site, usability of facility, effectiveness of correction of deficiencies, maintenance aspects, and cost factors. Furnishing and equipment requirements must be determined.

PERFORMANCE STEPS:

1. Determine appropriate scope of project based on need and Commander's desire.
2. Provide sales data and customer count for backup.
3. Ensure the project is in the 5-year improvement plan.
4. Determine funding method desired.

5. Provide Commander with necessary data for formulating recommendation to CMC.

REFERENCE(S):

1. MCO P1700.27, Marine Corps MWR Policy Manual
2. NAVFAC P80, Facility Planning Criteria for Navy and Marine Corps Shore Installations

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (12) Req By (MGySgt)

TASK: 4133.06.10 DEVELOP DEACTIVATION/DISESTABLISHMENT PROCEDURES

CONDITION(S): In a Marine Corps MWR facility, given required data and the references.

STANDARD(S): To ensure that all assets are properly disposed of, all liabilities are satisfied, all records are disposed of properly, and residual funds are transferred as required per current regulations and directives.

PERFORMANCE STEPS:

1. Advise Commander of need to cease operations.
2. Obtain CMC approval to cease operations.
3. Notify auditors of closing date for final audit.
4. Maintain protection of assets through the last operating day.
5. Ensure compliance with CMC closure procedures letter.

REFERENCE(S):

1. MCO P1700.27, Marine Corps MWR Policy Manual
2. SECNAVINST 5212.5, Disposal of Navy Marine Corps Records

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (12) Req By (MGySgt)

TASK: 4133.06.11 DEVELOP OPERATIONAL AND SECURITY PROCEDURES FOR GAMING DEVICES IN OVERSEAS COMMANDS

CONDITION(S): In a Marine Corps MWR facility, given an area designated for gaming devices, gaming machines, and the references.

STANDARD(S): So that machines will remain operational or be repaired in an expedient manner. Measures must be established to ensure that both the facility and patrons are protected from fraud or illegal practices; and security procedures to prevent theft must be established.

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PERFORMANCE STEPS:

1. Maintain proper change fund.
2. Inspect machines on a regular basis.
3. Ensure machines are repaired in a timely manner.
4. Harvest coins from machines as required.
5. Verify all receipts from coin harvest.
6. Transport money per the security plan.
7. Ascertain that only authorized persons play machines.
8. Inspect facilities regularly for theft prevention.
9. Maintain regular and emergency repair log.

REFERENCE(S):

1. Army Memorandum of Understanding (MOU)
2. MCO P1700.27, Marine Corps MWR Policy Manual

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (12) Req By (FM)

TASK: 4133.06.12 ESTABLISH/IMPLEMENT FIELD FACILITIES

CONDITION(S): In a field environment where no exchange facility exists, given a requirement to establish tactical field exchange to support personnel involved in a deployment operation.

STANDARD(S): Ensuring that personnel in a deployment situation by the Command having operational control are serviced. All concepts of an exchange facility must be implemented within the boundaries of the area.

PERFORMANCE STEPS:

1. Determine size of operation.
2. Identify number of personnel for staffing.
3. Establish stock level and assortment.
4. Determine source of supply.
5. Determine logistical support requirements.
6. Train/orient personnel as required.
7. Obtain internal operational supplies/equipment.

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8. Conduct inventory before and after operation.
9. Evaluate operation for effectiveness and possible revisions.

REFERENCE(S):

1. MCO P1700.27, Marine Corps MWR Policy Manual

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (12) Req By (Sgt)

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DUTY AREA 07 - ADVERTISING/MARKETING

TASK: 4133.07.01 SET UP A SYSTEM TO IDENTIFY PATRON NEEDS/DESIRES

CONDITION(S): In a Marine Corps MWR facility, given existing patronage, potential to increase patronage, and references.

STANDARD(S): By establishing a schedule to obtain and record collected information regarding the needs of current and potential users on an ongoing basis. All methods, formal and informal, to include focus groups, surveys, and interpersonal communications may be used.

PERFORMANCE STEPS:

1. Solicit ideas from appropriate advisory groups.
2. Review patron suggestion boxes.
3. Publish periodic patron surveys.
4. Provide input mechanism for employees.
5. Analyze input from all data sources.
6. Implement action to accommodate patron desires.

REFERENCE(S):

1. MCO P1700.27, Marine Corps MWR Policy Manual
2. NAVMC 2770, Food and Hospitality Marketing Guide
3. NAVMC 2777, Planning and Marketing Guide

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (12) Req
By (FM)

TASK: 4133.07.02 DEVELOP/IMPLEMENT A MARKETING ACTION PLAN

CONDITION(S): In a Marine Corps MWR facility administrative office environment, given identified patron needs/desires, activity and event information, and references.

STANDARD(S): To address the MWR marketing goals and objectives, budget, survey plans, communication efforts, and new product development. The plan must be updated at least annually and must be based on identified patron needs or desires.

PERFORMANCE STEPS:

1. Review merchandise plan.
2. Determine promotion activities and special events.
3. Allocate resources to implement plan.
4. Implement plan.

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5. Critique the results.
6. Make necessary changes.

REFERENCE(S):

1. MCO P1700.27, Marine Corps MWR Policy Manual
2. NAVMC 2770, Food and Hospitality Marketing Guide

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (12) Req By (FM)

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DUTY AREA 08 - EQUIPMENT MAINTENANCE

TASK: 4133.08.01 ESTABLISH PREVENTIVE MAINTENANCE/SANITATION

CONDITION(S): In a Marine Corps MWR facility, given all aspects of the physical plant (mechanical equipment, food service equipment and utensils, and the building itself), manufacturer's maintenance recommendations, inventory of equipment, previous maintenance/repair records, regulations pertaining to health and sanitation, and references.

STANDARD(S): Specifying who is directly responsible for each area or item of equipment. A step-by-step process and documentation procedure must be detailed. Schedules for routine maintenance and sanitation must be established. The program must specify which forms and checklists will be utilized. A periodic walk-through of the facility must be conducted to ensure that the program is being effective and to make any modifications necessary. Personnel must be instructed as to the use of the maintenance and sanitation program.

PERFORMANCE STEPS:

1. Develop file of equipment.
2. Develop a list of manufacturers for equipment.
3. Ensure open food items are dated.
4. Ensure medical personnel conduct frequent health inspections.
5. Create a chronological file on sanitation inspections.
6. Establish and conduct an in-house maintenance/sanitation training program.
7. Assign employees to areas of responsibility for maintenance/sanitation.
8. Ensure food items have been inspected by the Command's veterinarian.

REFERENCE(S):

1. NAVMC 2713, Marine Corps Club Systems Operations Manual Physical Plant Management
2. NAVMED P5010, Manual of Naval Preventive Medicine

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req
By (FM)

TASK: 4133.08.02 ENSURE IMPLEMENTATION OF SANITATION PROCEDURES

CONDITION(S): In a Marine Corps MWR facility, given all aspects of the physical plant (mechanical equipment, food service equipment and utensils, and the building itself), regulations pertaining to health and sanitation, and references.

STANDARD(S): Specifying who is directly responsible for each area. A step-by-step process and documentation procedure must be detailed. Schedules for routine sanitation must be established. The program must specify which forms and checklists must be utilized. A periodic walk-through of the

facility must be conducted to ensure that the program is being effective and to make any modifications necessary. Personnel must be instructed as to the use of the sanitation program.

PERFORMANCE STEPS:

1. Utilize NAVMED P5010 for reference.
2. Monitor the First In, First Out (FIFO) food and beverage procedures.
3. Spot check janitorial performance and procedures.
4. Conduct frequent inspections of storage areas and food preparation.
5. Ensure medical personnel make regular health inspections.
6. Conduct regular inspections of all equipment for sanitation and safety.
7. Conduct informal inspections of employees regularly for daily appearance.

REFERENCE(S):

1. NAVMC 2713, Marine Corps Club Systems Operations Manual Physical Plant Management
2. NAVMED P5010, Manual of Naval Preventive Medicine

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req
By (FM)

TASK: 4133.08.03 MANAGE HAZARDOUS MATERIAL (HAZMAT) PROGRAM

CONDITION(S): Given applicable technical manuals and directives.

STANDARD(S): To ensure that all HAZMAT is stored, used, maintained, and disposed of safely in the working environment.

PERFORMANCE STEPS:

1. Review the established HAZMAT program.
2. Identify federal, state, and local EPA requirements.
3. Maintain the HAZMAT storage point.
4. Utilize required/recommended handling protection when working with HAZMAT.
5. Maintain Material Safety Data sheets.

REFERENCE(S):

1. 29 CFR
2. Applicable Federal Regulations

3. Applicable Local Regulations

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (12) Req By (FM)

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DUTY AREA 09 - RECREATION

TASK: 4133.09.01 MAINTAIN A RECREATION PROGRAM

CONDITION(S): When assigned to a Marine Corps MWR organization, given responsibility for establishing and maintaining a Recreation Program within existing regulations and references.

STANDARD(S): So that intramural sport and recreation programs will be developed. Files must be established and property control and procedures must be developed and maintained. Fair and equitable programs based on interests of Marines, gender and population, geography and available facilities must be established. Budget(s) must be developed and maintained.

PERFORMANCE STEPS:

1. Research available assets; i.e., facilities, gyms, pools.
2. Assess patron requirements and desires.
3. Develop intramural program compatible with Command mission, population, and gender.
4. Develop and maintain budget.
5. Using proper procedures, request items and supplies to properly support developed programs.
6. Develop appropriate awards systems within the competitive programs.
7. Supervise subordinate personnel.

REFERENCE(S):

1. Marine Corps Fitness Center Standards
2. MCO P1700.27, Marine Corps MWR Policy Manual

ADMINISTRATIVE INSTRUCTIONS: Marines assigned to Recreation billets will be trained primarily MOJT, therefore, Commands are encouraged to authorize TAD participation in civilian recreation schools and seminars.

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (12) Req By (Sgt)

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